Delegate Manager Setup for Agency Administrators
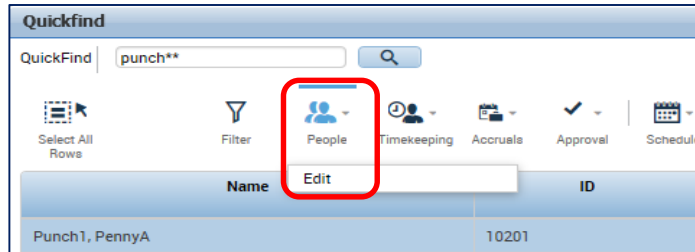
eSTART
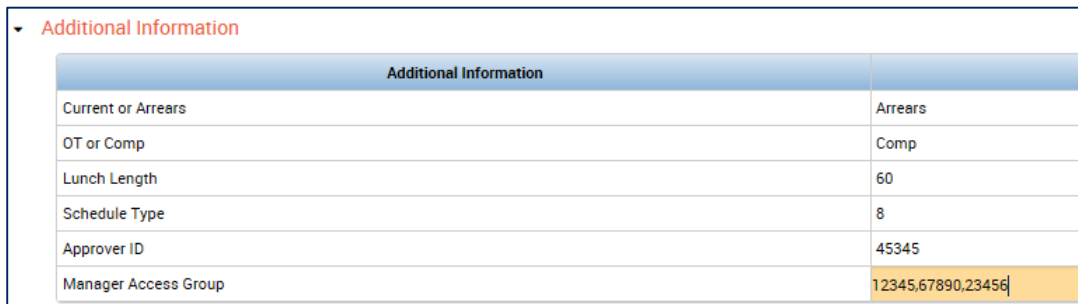State of Alabama

Delegate Manager Setup

This process is used to grant a non-manager the long-term ability to complete manager functions for specified manager(s). It should **only** be used for **long-term delegation**.

For **short-term delegation coverage**, such as leave time with a specific end date, the Manager Delegation process should be used. This is accessed from **Related Items>Temporary Delegation**.

1 Select **Reconcile Timecard View** or **Related Items>QuickFind** and search for the person to be designated as the Delegate Manager.

2 **Highlight** the name and select **People>Edit**.

3 From the **People Editor**>**Person** tab, select **Additional Information** from the left menu.

4 In the **Manager Access Group** field, key the Employee ID number(s) of the manager(s) whose employees are being delegated.
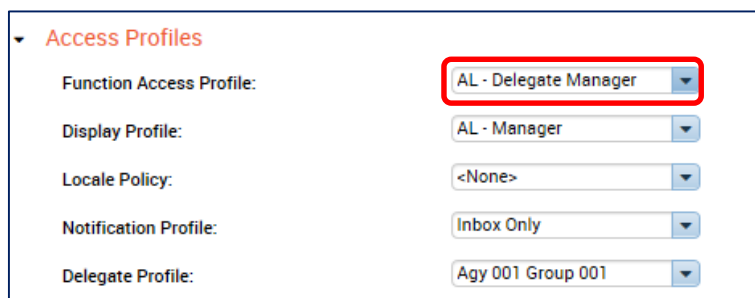

Note: More than one ID may be entered, but no more than 11 are allowed. The ID(s) should be entered in the format below, with a comma separating each number and no spaces.

Ex: 12345,56789,90123

5 Select the **Job Assignment** tab.

6 Select **Access Profiles** from the left menu.

7 Select **AL-Delegate Manager** from the **Function Access Profile** drop down.

8 Click the **Save** button.

Note: These changes will not become effective until the following business day.